



Creating the Schedule of Courses Internet Native  
Banner  
Instructional Manual



Updated 1/29/26

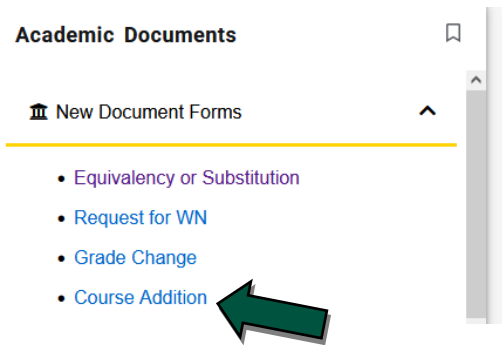
# Creating the Schedule of Courses

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# Creating the Schedule of Courses

Below are instructions for entering courses with a part of term. **DO NOT ENTER** courses with dates differing from the full-term or university recognized sessions (see <https://www.atu.edu/catalog/current/undergraduate/calendar.php>)

Any course deviating from the full-term or university recognized sessions will be considered a condensed (unusual) course. The first step in creating these condensed/unusual courses in Banner is to complete the "Course Addition" form on the Academic Documents tab in OneTech.



The Registrar's Office will create the course and provide the CRN to the department.

**NOTE:** Course created in a part of term (see page 5) **cannot** be changed to condensed courses once they have been created.

The ARGOS report, Unusual Courses - Reg, Drop, Refund Dates includes registration, drop, and refund dates for condensed (unusual) courses. Faculty may wish to include this information in their syllabi as registration, drop and refund dates for condensed courses are normally different from the published dates for full-term courses.

## Adding Courses (Full-Term Courses)

1. Navigate to SSASECT in Internet Native Banner
2. Enter Term code

The academic term is numeric in this format – YYYYTT

YYYY = 4-digit calendar year (example: 2018)

TT = 2-digit term code represented as follows

**20 – Spring**

**40 – Summer**

**70 – Fall**

**80 – Winter Intersession**

As an example, the spring term for 2018 will be represented as **201820**.

Key the word ADD in the CRN field and click **GO**, OR click the **Create CRN** button.

### 3. Enter Subject, Course Number, and Section

Sections numbers are three characters, such as 001, 002, 081, A01, AT1, M01, TC1.

00_	=	On-campus course
08_	=	Non-web course which does not meet on the Tech campus and does not require any on-campus meeting times; the course may be group or individual.
A0_	=	Outreach course
AM_	=	Outreach mixed technology course
AT_	=	Outreach web course
E0_	=	Early High School (courses entered by Admissions Office)
ET_	=	Early High School, offered online (course entered by Admissions Office)
F0_	=	Hyflex course, course are offered in person and by web at the same time both synchronously and asynchronously (must be certified to use this method)
H0_	=	Honor Course
M_	=	Mixed Technology (web course which also requires meeting times)
P0_	=	Concurrent High School Enrollment (course entered by Admissions Office)
S0_	=	TESL Academy on-campus course
S5_	=	TESL Academy off-campus course
TC_	=	Course delivered online only
VC_	=	Courses online, but require a meeting via video conferencing software (Webex)

4. Enter Campus: enter M, (M = Main Campus), enter M even if course is not meeting on Russellville campus. Main refers to ownership of the course not physical location.

5. Enter Status: enter A, (A = Active)

6. Enter Schedule Type: use drop down box or key the schedule type. (The drop-down box will show you the only schedule type that is permitted by Banner)

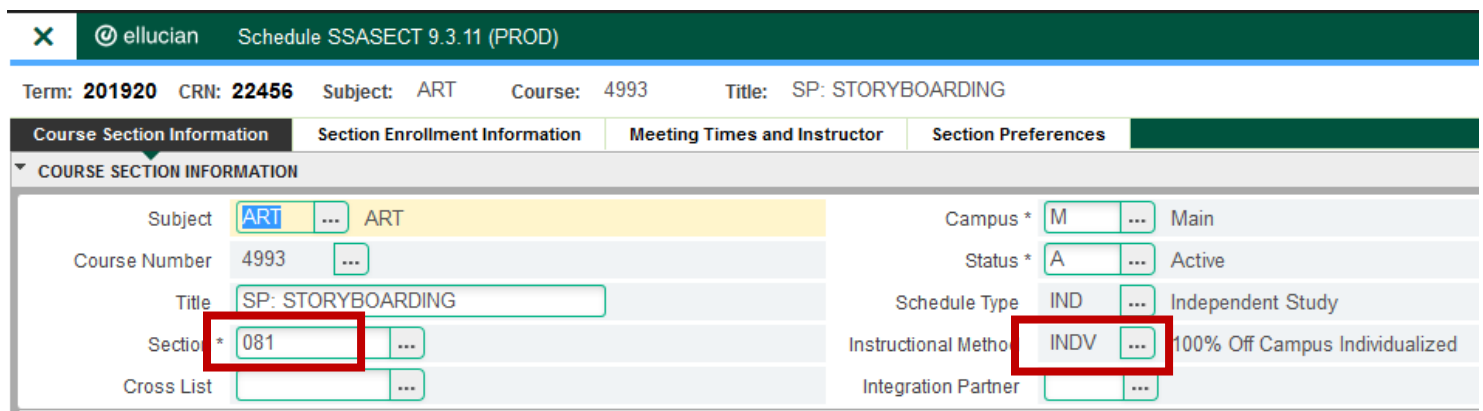
7. Enter Instructional Method (use drop down box for options). ALL courses should have an instructional method.

Different instructional methods can be used to deliver courses:

- INDV (Individualized – 100% Off Campus Individualized)
- FLEX (Hyflex – face to face, synchronous, and asynchronous)
- MT49 (1-49% of Content Online – will reported to ADHE & IPEDS as face-to-face)
- MT99 (50-99% of Content Online – does **not** include courses that only have proctored exams)
- WEB (Web Only-includes courses that require proctored exams)
- VC (Video Conferencing – Web only, but requires the student to access the course at a specific time)
- F (Face to Face)

### Individualized

Individualized courses are courses such as internships that will never require the student to meet on campus or have correspondence on campus for any reason. (Section 08\_) They can have a meeting date and time, but no location.

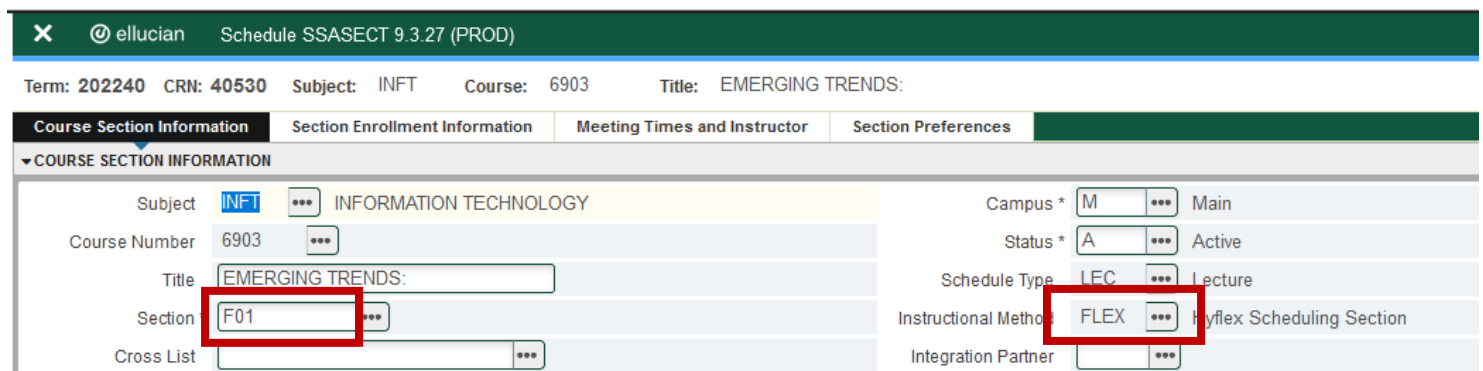


The screenshot shows the 'ellucian' system interface for scheduling a course section. The top bar indicates 'Schedule SSASECT 9.3.11 (PROD)'. Below this, the course details are: Term: 201920, CRN: 22456, Subject: ART, Course: 4993, Title: SP: STORYBOARDING. The 'Course Section Information' tab is active, showing fields for Subject (ART), Course Number (4993), Title (SP: STORYBOARDING), Section (081), and Cross List. To the right, there are dropdown menus for Campus (M - Main), Status (A - Active), Schedule Type (IND - Independent Study), Instructional Method (INDV - 100% Off Campus Individualized), and Integration Partner. The 'Section' and 'Instructional Method' fields are highlighted with red boxes.

The Meeting Times will be left TBA if not entering date and time. So you will just need to tab all the way through and enter the course credit hours and Save.

### Hyflex

Courses which are being taught with the option of instruction via face to face, online, or video conferencing are entered as hyflex. Instructional method is entered as FLEX and section number F0\_. The Meeting Times will need to be entered.



The screenshot shows the 'ellucian' system interface for scheduling a course section. The top bar indicates 'Schedule SSASECT 9.3.27 (PROD)'. Below this, the course details are: Term: 202240, CRN: 40530, Subject: INFT, Course: 6903, Title: EMERGING TRENDS:. The 'Course Section Information' tab is active, showing fields for Subject (INFT), Course Number (6903), Title (EMERGING TRENDS:), Section (F01), and Cross List. To the right, there are dropdown menus for Campus (M - Main), Status (A - Active), Schedule Type (LEC - Lecture), Instructional Method (FLEX - Hyflex Scheduling Section), and Integration Partner. The 'Section' and 'Instructional Method' fields are highlighted with red boxes.

### Mixed Technology

Courses which are web courses, but will also meet occasionally for test, labs, etc. will be entered as mixed technology courses. (Section M0\_)

Mixed technology courses are broken down into two groups: 1% to 49% of content is online, MT49 (will be reported to ADHE & IPEDS as face-to-face); 50% to 99% of content is online, MT99. **Since percentage of online content is a federal and state reporting requirement, it is very important the correct code is entered.**

Use drop down box at Instructional Method to select MT49 (1% to 49% of Content Online) or MT99 (50% to 99% of content online) or type MT49 or MT99.

ellucian Schedule SSASECT 9.3.11 (PROD)

Term: 201920 CRN: ADD Subject: HIST Course: 2013 Title: U.S. HISTORY SINCE 1877

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject *	HIST ... HISTORY	Campus *	M ... Main
Course Number *	2013 ...	Status *	A ... Active
Title	U.S. HISTORY SINCE 1877	Schedule Type *	LEC ... Lecture
Section	M01 ...	Instructional Method	MT99 ... 50% to 99% of Content Online
Cross List	...	Integration Partner	...

A meeting time is required then a second line should be entered as WEB and TBA. This will prevent the class from appearing to consist of only the physical meeting times. Tab to Hours per Week and enter the course credit hours. Save.

ellucian Schedule SSASECT 9.3.11 (PROD)

Term: 201920 CRN: 20639 Subject: ART Course: 3001 Title: SOPHOMORE REVIEW

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Meeting Times and Instructor

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
CLAS		01/14/2019	05/07/2019								1600	1720	01
WEB		01/14/2019	05/07/2019										01

### Web Classes – (Includes courses that have proctored exams)

Remember your section number will be TC\_ or AT\_. Use drop down box at Instructional Method to select “WEB.”

ellucian Schedule SSASECT 9.3.11 (PROD)

Term: 201920 CRN: 20639 Subject: ART Course: 3001 Title: SOPHOMORE REVIEW

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject	ACCT ... ACCOUNTING	Campus *	M ... Main
Course Number	2013 ...	Status *	A ... Active
Title	ACCOUNTING PRINC II	Schedule Type	LEC ... Lecture
Section *	TC1 ...	Instructional Method	WEB ... Web Only
Cross List	...	Integration Partner	...

At Meeting Time SSASECT change the Meeting type to “WEB”, tab to Hours per Week and enter the course credit hours. If the course requires proctored exams, enter location and meeting date and time (see below), Save.

Meeting Time: Meeting Type: WEB Start Date: 08/24/2011 End Date: 12/13/2011

If course has a proctored exam it should have a PE line. PE Meeting Type = Proctored Exam.

Meeting Type: PE Start Date: 03/03/2026 End Date: 03/03/2026 Start Time: 0900 End Time: 1200

Video Conferencing

Courses that are online, but require a student to log in and participate at a specific time will have a section number VC\_, and the Instructional Method will be VC.

Subject: ENGL Course Number: 1013 Title: COMPOSITION I Section: VC1 Instructional Method: VC

Then enter WEB as the meeting type, but also include the meeting day and times the student will be required to access the course via web conferencing software, do not enter a location:

Meeting Type: WEB Start Date: 01/11/2021 End Date: 05/04/2021 Start Time: 0900 End Time: 0950

8. All of the boxes from integration partner to duration should be BLANK. Integration Partner is no longer being used to generate evaluations. If anything is in duration **delete it**. Duration is for condensed courses. If a course has ever been offered as a condensed course, it will have a duration auto pop in that box.

9. Enter Part of Term (see chart below) and save.

Spring/Fall

Part of Term:	
1	Full term (full 15 weeks)
5	First 8-week session
6	Second 8-week session

Summer

Part of Term:	
1	June summer session
2	July summer session
3	10-week summer session
4	May summer session

**Note: It is very important that the dates of the course be accurate. If there is a question concerning the beginning and/or ending date of the class, do not create the class until the dates are finalized.**

If the course dates are different than the full-term or an university approved session, **DO NOT** enter the course in Banner. See courses with dates different from the full-term on page 1 for instructions.

10. Courses with Extended Titles. The course must have been approved by Faculty Senate or the Graduate Council to have an extended title (Seminars, etc.).

Extended titles may be added to courses that have been approved by the appropriate governing committee (Faculty Senate or the Graduate Council). The title which originally appears must remain, but can be abbreviated as follows:

AT:	=	Advanced Topics
COLL SOL:	=	Collaborative Solutions
DR:	=	Directed Research
IND:	=	Independent Study
RDG:	=	Reading
SEM:	=	Seminar
SP:	=	Special Problem
ST:	=	Special Topics
UR:	=	Undergraduate Research
WS:	=	Workshop

Add the extended title at “Title” on SSASECT. **NOTE: Type title in ALL CAPS**

COURSE SECTION INFORMATION		
Subject	IPBL	INTERDISCIPLINARY STUDIES
Course Number	4893	
Title	COLL SOL: RESPONDING TO PROBS	

Special Problems and Independent Studies may be included in the schedule, if they are being taught as a class with a meeting time and location.

Do not modify Titles that have not been approved. Titles must match the title shown in the course inventory in Banner. Titles are only changed by the Registrar’s Office when title changes have been approved through the curriculum process. Please contact the Registrar’s Office if you have any questions or concerns.

11. Section Enrollment Information. Next block or select Section Enrollment Information tab, then enter the enrollment maximum and Save. Read message in top right of application. Information saved?



Term: 201920 CRN: 22657 Subject: HIST Course: 1503 Title: WORLD HISTORY TO 1500

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
Enrollment Details		Reserved Seats					
ENROLLMENT DETAILS							
Maximum *	20	Waitlist Maximum *	0				
Actual	0	Waitlist Actual	0				
Remaining	20	Waitlist Remaining	0				

**Note:** Cross-listed Courses or courses meeting at the same time can have a combined enrollment max. (See Additional Information)

12. Meeting days, time and location. Next block to Meeting Times and Instructor or select tab. Days and times may be entered directly or see [Helpful Hints](#) in back for a quick way to enter the information. To enter information directly, tab through Meeting Time, Meeting Type, Start Date and End Date. Enter days of week (Click with mouse or use your spacebar to check the days). Enter Time as military time (1 p.m. = 1300, etc.). Tab to Building or select Meeting Location and Credits tab. Enter Building and Room. See Additional Information for more information on time conflicts.

Note: If room is not in room inventory, email registrar@atu.edu request the room be added.

If the course is arranged, tab to Hours per Week and enter course credit hours. Save. Read message in top right of form. Information saved?

Meeting Dates		Meeting Location and Credits											
SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
...	CLAS	01/14/2019	05/07/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350	01

If web course change Meeting Type to WEB, tab to Hours per Week and enter course credit hours. Save.

Meeting Dates		Meeting Location and Credits											
SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
...	WEB	01/14/2019	05/07/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01

If an instructor has not been assigned to the course, roll back and begin next course. The instructor will be shown as TBA.

If you have a course with a second meeting time or location, after entering the first line of information, arrow down and enter second line of information. (If the second listing is a lab change the Meeting Type to "Lab" for clarification). Save.

Meeting Dates		Meeting Location and Credits											
SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
...	CLAS	01/14/2019	05/07/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1420	01
	LAB	01/14/2019	05/07/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1730	01

If you are entering a course that meets at a location not on the Russellville campus the building drop down box can be used to select location. *It is very important that the correct location be entered as off-campus locations must be reported to the Arkansas Department of Higher Education. If the exact location is not listed, email registrar@atu.edu to have it added.*

If you have a course that has multiple rooms, after entering the first line of information, arrow down and enter second line of information, etc. Save.

Note: When reserving multiple rooms with the same meeting time, a message may appear "Insert will cause time conflict within section". Override message by entering an "O" in Override Indicator.

Times and Instructors		Scheduler Preferences														
Meeting Dates		Meeting Location and Credits														
SCHEDULE													Insert	Delete	Copy	Filter
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator			
<div><div></div><div>...</div></div>	CLAS	01/14/2019	05/07/2019	<div><div></div></div>	<div><div>✓</div></div>	<div><div></div></div>	<div><div>✓</div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	1300	1420	01			
	CLAS	01/14/2019	05/07/2019	<div><div></div></div>	<div><div>✓</div></div>	<div><div></div></div>	<div><div>✓</div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	1300	1420	01			
	CLAS	01/14/2019	05/07/2019	<div><div></div></div>	<div><div>✓</div></div>	<div><div></div></div>	<div><div>✓</div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	1300	1420	01			

Meeting Dates Meeting Location and Credits								
SCHEDULE								
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	RCB	134	LEC	2.66	O	3.000		
	RCB	253	LEC	2.66	O	0.000		
	RCB	356	LEC	2.66	O	0.000		

13. Instructor Assignment. To assign an instructor, next block, enter Faculty T number in ID column and save. If adding a second instructor, instead of saving, arrow down and enter second Faculty T number. (If entering more than one instructor, one of the instructors must be selected as the primary instructor). At this time the Percent of Responsibility and Percent of Session are not being used, each instructor can show 100%. Save. Read message at bottom of form. Information saved?

Note: The instructor selected as primary will be the only instructor who can enter grades or enter attendance information.

Hint: If you do not know the T-number you can search here

INSTRUCTOR							
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	T00042142	Scrimshire, Alexis R.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

If receive message instructor conflict, select Related at the top right of your screen, select Query Faculty Schedule (SIAASGQ). Use query to determine if true conflict or cross-listed classes, etc. Exit query (X). If not a true conflict, select Override Indicator and save. Roll back to start next course.

To link instructors with specific meeting times, i.e. one instructor is teaching the lecture and another is teaching the lab portion of the course, re-number the Session Indicator on the lines of information which will be taught by a different instructor. The Session Indicator for the first line of information will default to 01. If a different instructor is to be attached to the second line, change the Session Indicator to 02, etc. Save. Next, change the Instructor Session Indicator to match the number in the line of information that applies to that instructor.

Note: Only one instructor can be the Primary Instructor. The Primary Instructor is responsible for grading the class and submitting attendance accounting.

Meeting Dates Meeting Location and Credits													
SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/14/2019	05/07/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1420	01
	LAB	01/14/2019	05/07/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1730	02
1 of 1 Per Page													
INSTRUCTOR													
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session						
01	T00042142	Scrimshire, Alexis R.		0.000	100	<input checked="" type="checkbox"/>	100						
02	T01139479	Herring, Connie C.		0.000	100	<input type="checkbox"/>	100						
1 of 1 Per Page							Record 2 of 2						

14. After entering courses use the ARGOS report 'Course Information by Department' and the 'Check List for Entering Courses in Banner', which is located on the Registrar's Office website, to verify courses are entered correctly.

If the Office of the Registrar can be of assistance, please do not hesitate to contact us. You can contact us at 968-0272 or by email at [schedulechanges@atu.edu](mailto:schedulechanges@atu.edu).

## Additional Information

### Course Deletion/Cancellation

If it is decided not to offer a course or the course was entered by mistake, change the Status on SSASECT to “C” (cancelled). Save. Then next block three times or click the Meeting Times and Instructor tab and delete the instructors (click delete while the row is highlighted). Save. Block forward and delete meeting times. Save. If there are students enrolled in the course, it is your responsibility to make sure they are manually dropped from the course (D2).

**Combined Enrollment Limits for Cross-listed Courses or Courses meeting at the Same Time** Courses can be linked so that they share a maximum enrollment, e. g. BIOL 3213 and PHSC 3213 are cross-listed and can be set up to have a combined enrollment of 28. The enrollment in BIOL or PHSC can vary, but the combination of the two classes cannot exceed 28. The combined enrollment can also be used for courses which meet at the same, although they are not considered cross-listed courses.

To utilize this function: create the courses to be linked; enter the maximum combined enrollment limit as the limit for each course (e.g., if 30 is the combined limit enter the enrollment limit of 30 on each course); send a list of courses to be linked and the desired combined enrollment limit to [schedulechanges@atu.edu](mailto:schedulechanges@atu.edu).

You will use this ability if you are offering a special section of a course for honor’s program students you create the section with the same information as your normal section except the section number will designate it as an honor’s section (ex. H01, HT1, HM1, HF1).

**Important:** After courses are linked, changes to the enrollment limits must be made in the Registrar’s Office. Changing the enrollment maximum on SSASECT Section Enrollment Information will not change the combined limit.

Enrollment of cross-listed courses may be viewed on SSAXLST or OneTech, Detailed Class Information or Look Up Classes.

To look at enrollment of a cross-listed course in SSAXLST you will need to know your cross-list identifier. The identifier can be found in SSASECT

Subject	SPAN ... SPANISH	Campus *	M ... Main	Grade Mode	...
Course Number	3023 ...	Status *	A ... Active	Session	...
Title	INTRO TO LINGUISTICS	Schedule Type	LEC ... Lecture	Special Approval	...
Section *	001 ...	Instructional Method	...	Duration	...
Cross List	01 ...	Integration Partner	E ... Subj Area Evaluation	<input type="checkbox"/> Override Duration	

In SSAXLST enter the term and identifier then page down.

CROSS LIST ENROLLMENT													Insert	Delete	Copy	Filter
Maximum Enrollment		<input type="text" value="30"/>					Actual Enrollment		26		Seats Available:		4			
CROSS LIST SECTION													Insert	Delete	Copy	Filter
CRM	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Remaining *			
20057		SPAN	3023	001	1	M	3.000				6	5	1			
20068		COMM	3023	001	1	M	3.000				6	1	5			
20363		ENGL	3023	001	1	M	3.000				22	20	2			

In the example above there are 30 seats available, 26 seats filled, and 4 seats remaining. You can see the individual section enrollment in the Cross-list section part of the screen.

While viewing one of the cross-listed (linked) courses in Schedule of Classes in Self-Service, click on the course title to display Detailed Class information. Cross-listed enrollment numbers and the courses which are cross-listed will display.

Detailed Class Information

Statistics for the Behavioral Sciences - 70308 - SOC 2053 - 004

Associated Term: Fall Term 2022

Levels: Undergraduate

3.000 Credits

[View Catalog Entry](#)

View Textbook Information

Registration Availability

	Capacity	Actual	Remaining
Seats	24	3	21
Waitlist Seats	0	0	0
Cross List Seats	24	22	2

Cross List Courses:

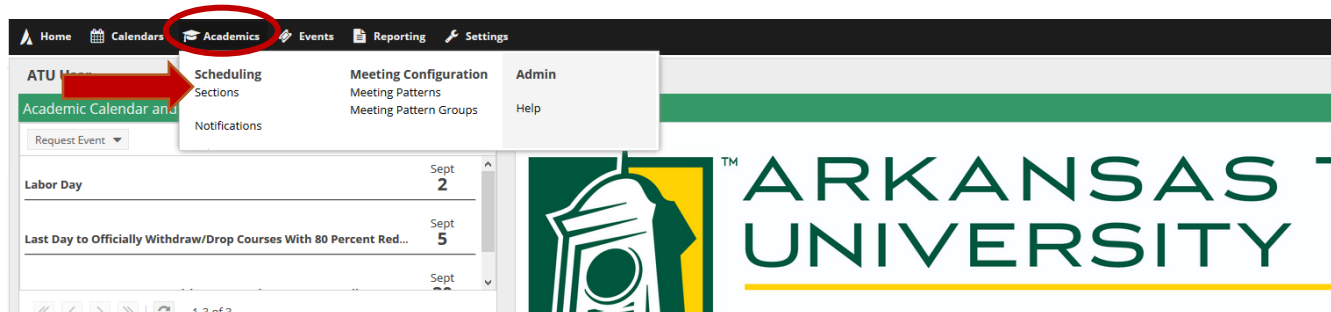
[PSY 2053](#)

Availability is 2.  
Students can enroll in  
SOC 2053 or PSY 2053  
section

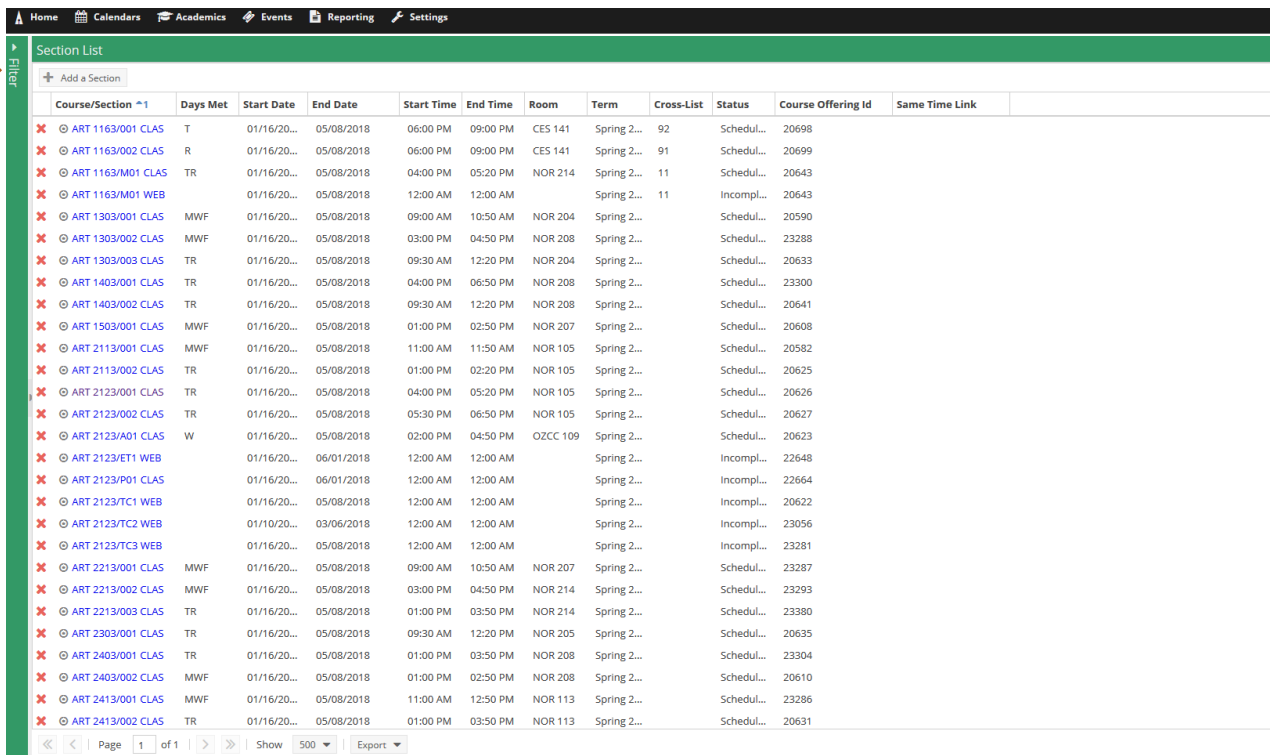

## Changing Building and Room

Access AdAstra through the Campus Tools card in OneTech. Under the Scheduling & Assessment drop down.

Academic sections in Astra Schedule can be located from the **Academics Tab**. Click the **Academics Tab** at the top of the page and then select the **Sections** option to search and view the list of sections.



A list of sections for every term that we have entered in Ad Astra will be produced. It should look similar to this:



The screenshot shows the 'Section List' table in the Ad Astra application. A red arrow points to the 'Filter' button on the left side of the table. The table has columns for Course/Section, Days Met, Start Date, End Date, Start Time, End Time, Room, Term, Cross-List, Status, Course Offering Id, and Same Time Link. The table contains multiple rows of data, each representing a different section of a course. The first row is highlighted in blue.

Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Offering Id	Same Time Link
ART 1163/001 CLAS	T	01/16/20...	05/08/2018	06:00 PM	09:00 PM	CES 141	Spring 2...	92	Schedul...	20698	
ART 1163/002 CLAS	R	01/16/20...	05/08/2018	06:00 PM	09:00 PM	CES 141	Spring 2...	91	Schedul...	20699	
ART 1163/001 CLAS	TR	01/16/20...	05/08/2018	04:00 PM	05:20 PM	NOR 214	Spring 2...	11	Schedul...	20643	
ART 1163/001 WEB		01/16/20...	05/08/2018	12:00 AM	12:00 AM		Spring 2...	11	Incompl...	20643	
ART 1303/001 CLAS	MWF	01/16/20...	05/08/2018	09:00 AM	10:50 AM	NOR 204	Spring 2...		Schedul...	20590	
ART 1303/002 CLAS	MWF	01/16/20...	05/08/2018	03:00 PM	04:50 PM	NOR 208	Spring 2...		Schedul...	23288	
ART 1303/003 CLAS	TR	01/16/20...	05/08/2018	09:30 AM	12:20 PM	NOR 204	Spring 2...		Schedul...	20633	
ART 1403/001 CLAS	TR	01/16/20...	05/08/2018	04:00 PM	06:50 PM	NOR 208	Spring 2...		Schedul...	23300	
ART 1403/002 CLAS	TR	01/16/20...	05/08/2018	09:30 AM	12:20 PM	NOR 208	Spring 2...		Schedul...	20641	
ART 1503/001 CLAS	MWF	01/16/20...	05/08/2018	01:00 PM	02:50 PM	NOR 207	Spring 2...		Schedul...	20608	
ART 2113/001 CLAS	MWF	01/16/20...	05/08/2018	11:00 AM	11:50 AM	NOR 105	Spring 2...		Schedul...	20582	
ART 2113/002 CLAS	TR	01/16/20...	05/08/2018	01:00 PM	02:20 PM	NOR 105	Spring 2...		Schedul...	20625	
ART 2123/001 CLAS	TR	01/16/20...	05/08/2018	04:00 PM	05:20 PM	NOR 105	Spring 2...		Schedul...	20626	
ART 2123/002 CLAS	TR	01/16/20...	05/08/2018	05:30 PM	06:50 PM	NOR 105	Spring 2...		Schedul...	20627	
ART 2123/A01 CLAS	W	01/16/20...	05/08/2018	02:00 PM	04:50 PM	OZCC 109	Spring 2...		Schedul...	20623	
ART 2123/ET1 WEB		01/16/20...	06/01/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	22648	
ART 2123/P01 CLAS		01/16/20...	06/01/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	22664	
ART 2123/TC1 WEB		01/16/20...	05/08/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	20622	
ART 2123/TC2 WEB		01/10/20...	03/06/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	23056	
ART 2123/TC3 WEB		01/16/20...	05/08/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	23281	
ART 2213/001 CLAS	MWF	01/16/20...	05/08/2018	09:00 AM	10:50 AM	NOR 207	Spring 2...		Schedul...	23287	
ART 2213/002 CLAS	MWF	01/16/20...	05/08/2018	03:00 PM	04:50 PM	NOR 214	Spring 2...		Schedul...	23293	
ART 2213/003 CLAS	TR	01/16/20...	05/08/2018	01:00 PM	03:50 PM	NOR 214	Spring 2...		Schedul...	23380	
ART 2303/001 CLAS	TR	01/16/20...	05/08/2018	09:30 AM	12:20 PM	NOR 205	Spring 2...		Schedul...	20635	
ART 2403/001 CLAS	TR	01/16/20...	05/08/2018	01:00 PM	03:50 PM	NOR 208	Spring 2...		Schedul...	23304	
ART 2403/002 CLAS	MWF	01/16/20...	05/08/2018	01:00 PM	02:50 PM	NOR 208	Spring 2...		Schedul...	20610	
ART 2413/001 CLAS	MWF	01/16/20...	05/08/2018	11:00 AM	12:50 PM	NOR 113	Spring 2...		Schedul...	23286	
ART 2413/002 CLAS	TR	01/16/20...	05/08/2018	01:00 PM	03:50 PM	NOR 113	Spring 2...		Schedul...	20631	

**Note:** You can click the filter and use the filter to narrow down the information as you need to.

✖ © ACCT 2000/TC1 WEB 01/16/20... 05/08/2018 12:00 AM 12:00 AM Spring 2... Incompl... 20734

Clicking on the blue course information to see the section form that contains all the details of the course including general information, the subject, course, title, campus, delivery, term, and section number.

Save Save and Close Cancel + Add Meeting

Section ACCT 2003 / ACCOUNTING PRINC I 002

Section Info

\* Subject: ACCT Title: ACCOUNTING PRINC I  
 \* Course: 2003 \* Campus: Main  
 \* Delivery Method: Standard \* Term: Spring 2018  
 \* Section: 002 Part Of Term: 1\_201820  
 Course Offering Id: 21046 SIS Key: 201820\_21046

Sandbox Options

☐ Assign All Meetings to Same Room  
☐ Do Not Optimize  
☐ Ignore In Historical Analysis

Max Enrollment: 0  
 Enrollment: 32

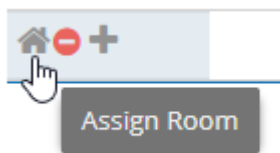
Section Notes

Same Time Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
CLAS	10:00 AM	10:50 AM	MWF	01/16/20...	05/08/2018	Alexander, S...	Scheduled	RTH 306

To find an available room and schedule the room you will click the little house under the room section:



Clicking the house will bring up a new filtering panel:

Main AGEG 3203/001 / SOIL/WATER/FOREST CONSER (Standard) Main / Killingsworth, Justin

Filter

Show Current Filter Search

Custom

Time

☐ Show Additional Mtg. Patterns

Room Options

☒ Show Only Available Rooms  
☐ Show Shared Rooms  
☐ Show Alt Room Configs

Capacity:  
 Between 36  
 and

Campus 1 Clear +

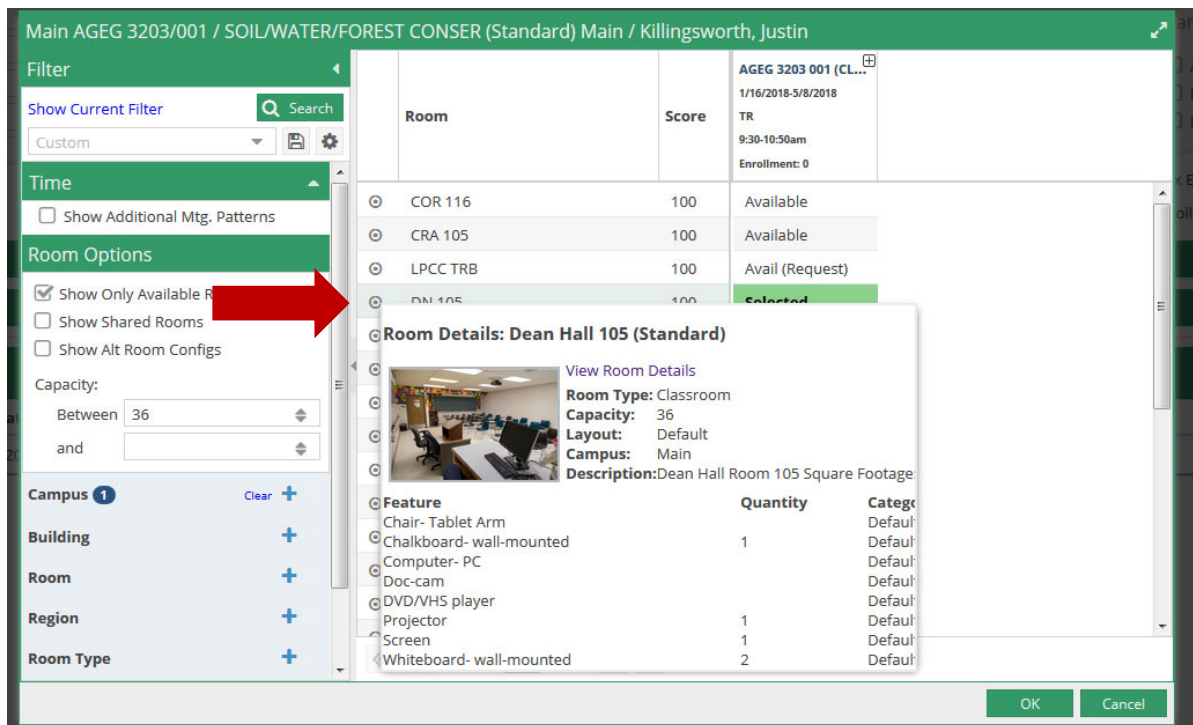
Building +  
 Room +  
 Region +  
 Room Type +

Room	Score	AGEG 3203 001 (CL... 1/16/2018-5/8/2018 TR 9:30-10:50am Enrollment: 0
COR 116	100	Available
CRA 105	100	Available
LPCC TRB	100	Avail (Request)
DN 105	100	Available
CRA 221	100	Available
WPN 315	100	Available
RPL 334	100	Available
TOM 004	97	Available
WPN 128	97	Available
DN 212	97	Available
HULL 111	94	Available
HULL 133	94	Available
CRA 307	92	Available

Page 1 of 3

OK Cancel

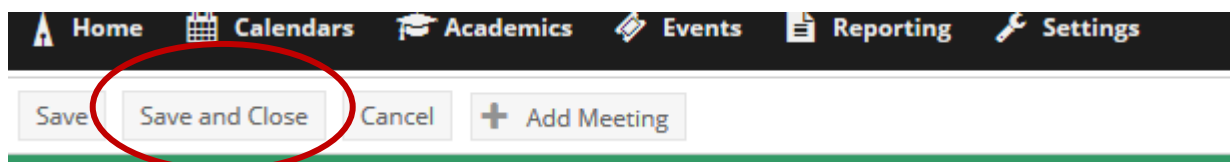
You can filter by campus, and then make sure “show only available rooms” is selected and then click **Search** and a list of available rooms for your class will show. The score listed next to the course shows optimization of the classroom. In this example using COR 116 meets the requirements for this course (capacity and campus) 100%. You can look at details of the room by hovering over the bull’s eye to the left of the room.



To select the classroom select the bulls eye, and the “Available” mark will turn green and say “Selected” then click **Ok** to schedule and the room will be scheduled:

Same Time Info									
Meetings									
	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
✕ +	CLAS	09:30 AM	10:50 AM	TR	01/16/20...	05/08/2018	Killingsworth...	Scheduled	DN 105

Make sure you click **Save and Close** in the top left corner to save your changes before exiting.



You can use this same method to look for a different classroom for your course even if it has a scheduled location.

### Change Room on Specific Instances While Keeping Main Room Assignment

Maybe you have an instructor who occasionally needs a computer lab in addition to the classroom they have been assigned, or you need an alternative classroom for one day due to a university event such as Time Out For Tech, you can schedule an alternative room, while maintaining your original room assignment.

Under Academics find the course in the section list, and select the course. Then click the blue CLAS link on the section meetings section in section info. (See screenshot on next page.)



Save Save and Close Cancel + Add Meeting

## Section ANTH 2003 / CULTURAL ANTHROPOLOGY 001

### Section Info

*Subject:	ANTH	Title:	CULTURAL ANTHROPOLOGY
*Course:	2003	*Campus:	Main
*Delivery Method:	Standard	*Term:	Spring 2017
*Section:	001	Part Of Term:	1_201720
Course Offering Id:	20410	SIS Key:	201720_20410

### Section Notes

### Same Time Info

### Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
CLAS	10:00 AM	10:50 AM	MWF	01/17/2017	05/09/2017	Lockyer, Josh...	Scheduled	WPN 368

The page will take a moment to download and you will scroll almost to the bottom of the page where all of the individual meeting dates will be displayed. Select the house icon on the individual meeting time to find a new room.

### Meeting Dates

+ Add Meeting Date

Date	Day	Start Time	End Time	Excepti...	Location	Status
01/18/2017	W	10:00 AM	10:50 AM	false	WPN 368	Scheduled
01/20/2017	F	10:00 AM	10:50 AM	false	WPN 368	Scheduled
01/23/2017	M	10:00 AM	10:50 AM	false	WPN 368	Scheduled
01/25/2017	W	10:00 AM	10:50 AM	false	WPN 368	Scheduled
01/27/2017	F	10:00 AM	10:50 AM	false	WPN 368	Scheduled

Your filter panel will appear for your room selection. Select the room, and you will be returned to your original menu, but the individual meeting line will now be red. Just click Save and Close to save your selection.

### Meeting Dates

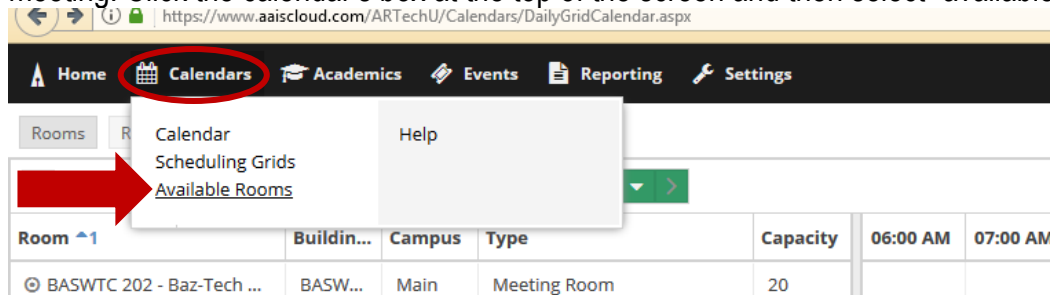
+ Add Meeting Date

Date	Day	Start Time	End Time	Excepti...	Location	Status
01/18/2017	W	10:00 AM	10:50 AM	false	WPN 368	Scheduled
01/20/2017	F	10:00 AM	10:50 AM	false	WPN 368	Scheduled
01/23/2017	M	10:00 AM	10:50 AM	false	WPN 368	Scheduled
01/25/2017	W	10:00 AM	10:50 AM	true	WPN 274	Scheduled
01/27/2017	F	10:00 AM	10:50 AM	false	WPN 368	Scheduled

## Room Availability

Access AdAstra through your Employee tab in OneTech.

The Available Rooms tool in AdAstra is a quick way to identify an available room and/or equipment and services for a potential class you might want to offer. Resulting available items may be printed or selected to create a class meeting. Click the calendar's box at the top of the screen and then select "available rooms"



That will take you to a screen similar to this:

Available Room and Resource Tool

1. Search Type

Search For:

Purpose of Search:

2. Meeting(s)

Delete	Description
No records	

3. Filters

Field	Filter
No records	

4. Search & Results

Room	Capacity	RoomType	Equipment/Services	Quantity	Category
No records			No records		

5. Next Steps

To perform a search, you will create one or more time/date entries, enter filter criteria, and search for availability. Finally, you may print or save the results. This process may be repeated as desired to refine results or perform additional searches.

1. In the Search Type Box, you will select whether you are searching for a location for your class, or if you are searching for a location with specific equipment. The purpose of your search will be **section** because you are using this for the purpose of academic scheduling.
2. Select the **Add Meeting(s)** Box. You will get a pop up that looks like this:

Add Meeting

☒ Single Meeting ☐ Recurring Meeting

Start Time:

End Time:

Start Date:

End Date:

If you are looking for a space that will only meet one time you will leave the **Single Meeting** selected, but if you are searching for a course that will meet multiple days (ex. MWF 8-8:50) you will select the **Recurring Meeting** option. Selecting **Recurring Meeting** will expand your box to look like this:

The screenshot shows the 'Add Meeting' dialog box. At the top, there are two radio buttons: 'Single Meeting' and 'Recurring Meeting'. The 'Recurring Meeting' button is selected and circled in red. Below the radio buttons are two dropdown menus for 'Start Time' and 'End Time'. Underneath is a section titled 'Recurrence Pattern' which contains several options: 'Daily', 'Weekly', 'Monthly', 'Yearly', 'Every 1 day(s)', and 'Every weekday'. The 'Daily' option is selected. Below this section is a 'Start' date field set to '12/07/2017'. There are also options for 'End after 1 occurrences' and 'End by'. At the bottom of the dialog is a 'Recurrence Summary' text area and 'Ok' and 'Cancel' buttons.

Fill out the information requested, Click **OK** to add your meeting to the search page.

Note: The drop down for start and end times are entered by every half hour. You can type in the meeting time if it is not in the drop down box (ex. 8:50 pm).

Note: Make sure if you are wanting a room for a course that meets every week you change selection to weekly and change the “recur every” box to say “1”.

This screenshot shows the 'Add Meeting' dialog box with more specific settings. The 'Recurring Meeting' radio button is selected. The 'Start Time' and 'End Time' dropdowns are set to '8:00 AM' and '8:50 AM' respectively. In the 'Recurrence Pattern' section, the 'Weekly' option is selected. The 'Recur every' dropdown is set to '1' and the unit is 'week(s) on:'. Below this, a grid of checkboxes shows the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Monday, Wednesday, and Friday are checked. The 'Start' date is '01/16/2018'. The 'End after' option is selected with '1' occurrence, and the 'End by' date is '05/08/18'. The 'Recurrence Summary' text area is empty. 'Ok' and 'Cancel' buttons are at the bottom.

3. You will use the **Filter Options** box to filter out your specific needs for your course. By default, all filter options are set to “Any”, meaning that all rooms and equipment service items are searched, and any available item is returned in the list. However, complex filtering is also supported, allowing multiple filter options to be provided to restrict the list as desired. Click the = icon to the right of the filter type you would like to set and make selections for your search criteria. (ex: to schedule your class on the main campus you click + campus and select main). Make your selections and then click **OK**.
  - a. This is where you can select features or resources you need for your class.
  - b. You will also tell it the capacity of the classroom you need.

**Filter Options**

Capacity Between  And

**Campus 1** Clear +

☒ Main ×

**Building** +

**Region** +

**Room** +

**Room Type** +

**Feature** +

**Equipment / Services Filter Options** ▲

Keyword

**Resource Type** +

**Resource Category** +

**Resource Group** +

**Resource** +

Ok Cancel

4. To run the query for available rooms you will click **Search** in the Search and Results box.

A list will generate based on the meetings and filters provided:

4. Search & Results							
<div> <input type="text"/> Search </div>							
Room	Capacity	RoomType		Equipment/Services	Quantity	Category	
Caraway Hall 400 Caraway 400	100	Meeting Room		<input type="checkbox"/> Audio Technician	1	Audio/Visual Equipment	
Crabaugh 302 302	54	Classroom		<input type="checkbox"/> OIS Tech Support	5	Audio/Visual Equipment	
Dean Hall 103 103	50	Classroom		<input type="checkbox"/> OZ Campus: Lapel Mic	1	Audio/Visual Equipment	
Dean Hall 210 210	65	Classroom		<input type="checkbox"/> OZ Campus: Laptop	1	Audio/Visual Equipment	
Dean Hall 220 220	50	Lab- Nursing		<input type="checkbox"/> OZ Campus: Microphone	1	Audio/Visual Equipment	
Doc Bryan Building 242- Multipurpose Room Doc Bryan Multipurpose Ro...	100	Meeting Room		<input type="checkbox"/> OZ Campus: Podium	1	Audio/Visual Equipment	
Doc Bryan Building Doc's Place Doc's Place	50	Gathering Space		<input type="checkbox"/> OZ Campus: Portable Sound System	1	Audio/Visual Equipment	

**5. Next Steps**

You have scroll bars to scroll through the available rooms. You will have to pay attention to the rooms and make sure they are actually able to be scheduled. Some spaces appear in this inventory specific for events, unfortunately they cannot be filtered out (Ex. You would not schedule a class in BazTech or the Administration building).

5. You can use **Print Results** to print your search results to reference later.

## Helpful Hints

### Want a Quick Way to Enter Days and Time of Course?

When entering dates and times commonly used, a meeting time code may be used to quickly enter the information. Enter the appropriate two-digit code under meeting time and tab twice. The meeting days and time will be automatically entered. The drop down box at Meeting Time may also be used.

Meeting Dates		Meeting Location and Credits											
SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
U2	CLAS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0900	0950	01

## Common Class Meeting Times Code Charts

MWF Fall/Spring			
Code	Days	Begin Time	End Time
01	MWF	0800 AM	0850 AM
02	MWF	0900 AM	0950 AM
03	MWF	1000 AM	1050 AM
04	MWF	1100 AM	1150 AM
05	MWF	1200 PM	1250 AM
06	MWF	0100 (1300) PM	0150 (1350) PM
07	MWF	0200 (1400) PM	0200 (1450) PM

TR Fall/Spring			
Code	Days	Begin Time	End Time
17	TR	0800 AM	0920 AM
18	TR	0930 AM	1050 AM
19	TR	1100 AM	1220 PM
20	TR	0100 (1300) PM	0220 (1420) PM
21	TR	0230 (1430) PM	0350 (1550) PM
22	TR	0400 (1600) PM	0520 (1720) PM

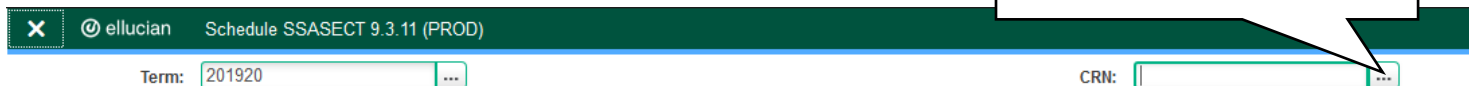
Evening			
Code	Days	Begin Time	End Time
28	M	0600 (1800) PM	0900 (2100) PM
29	T	0600 (1800) PM	0900 (2100) PM
30	W	0600 (1800) PM	0900 (2100) PM
31	R	0600 (1800) PM	0900 (2100) PM
32	M	0530 (1730) PM	0830 (2030) PM
33	T	0530 (1730) PM	0830 (2030) PM
34	W	0530 (1730) PM	0830 (2030) PM
35	R	0530 (1730) PM	0830 (2030) PM

Summer			
Code	Days	Begin Time	End Time
A8	M-F	0730 AM	0910 AM
A9	M-F	0920 AM	1100 AM
B1	M-F	1110 AM	1250 PM
B2	M-F	0100 (1300) PM	0240 (1440) PM

## How to Access a Course if You Do Not Have a CRN

Enter Term code and select CRN drop down box.

Click here to search for CRN



ellucian Schedule SSASECT 9.3.11 (PROD)

Term: 201920

CRN:

Click “Add Another Field” drop down and add filters for course subject, course number, and/or section number.

Enter course subject. To narrow search add course number and/or section number. Click Go. Then double click your CRN, or select the section and click “Select” at the bottom of your application.



Basic Filter Advanced Filter

Term 201920

Registration From

Registration To

Subject HIST

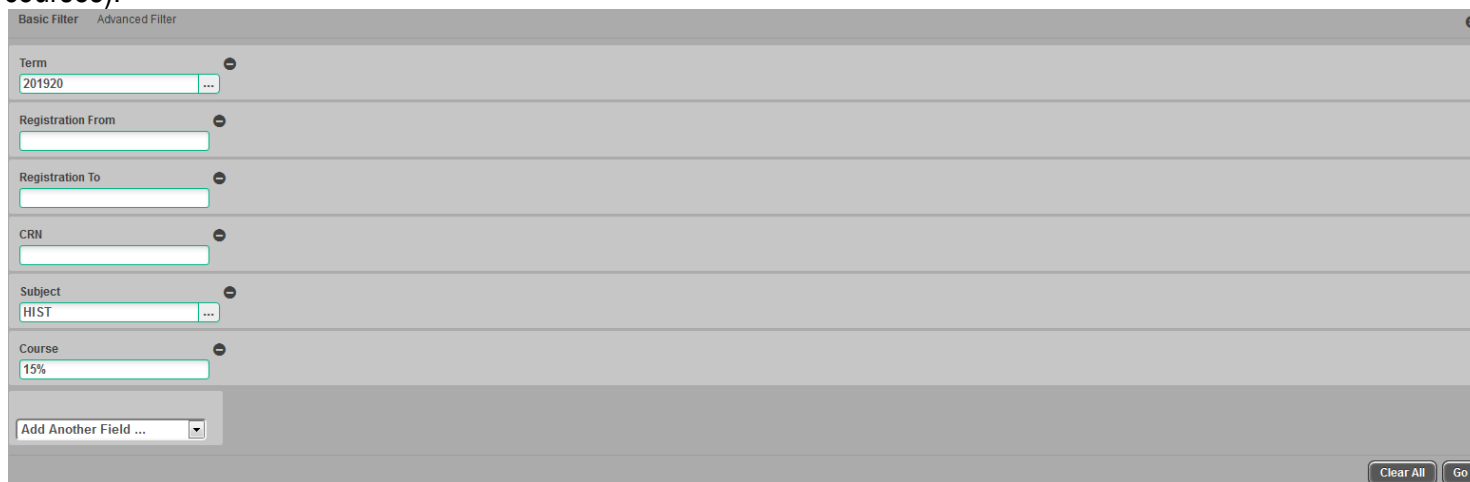
Course 1503

Section 100

Add Another Field ...

Clear All Go

The query can be used to search for all courses with the same subject by entering term and subject only. The search can be narrowed by adding a partial course number followed by % (example: 3% to view all 3000 level courses).



Basic Filter Advanced Filter

Term 201920

Registration From

Registration To

CRN

Subject HIST

Course 15%

Add Another Field ...

Clear All Go

By removing the term and entering a subject and course number the query may be used to search for what terms a specific course has been offered.

## Copying a CRN

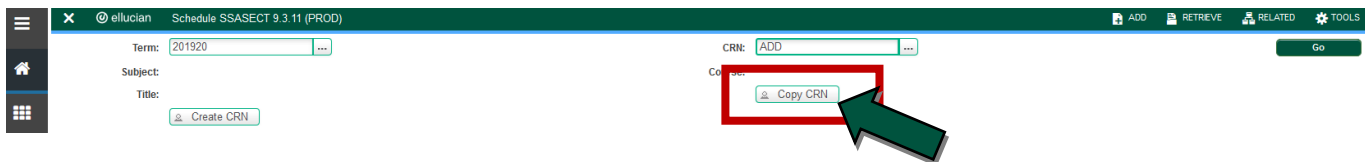
Duplicate sections may be created within the same term.

Create a section like normal (pages 1 – 5) but make sure you enter the section as a single zero (0). When duplicating sections within the same term, the default section number **MUST BE** zero (0). If the section number is not equal to zero, the section may not be duplicated.

Once your CRN has been created make note of that CRN. Click **Start Over** in the top right of your screen.

**Start Over**

Make sure your **term** is entered, type **ADD** in the CRN box then click **Copy CRN**.



Enter the term, and then enter the CRN you created with the 0 section number, tab, and then click Process Default.



Look over the information that is produced in the Course Section Information Section, make any changes that might need to be made \*you will have to change the section number, and click **Save** (in the bottom right).

When you have successfully duplicated a section with the same term, section information will be duplicated from the forms as follows:

- All information in the section portion of the form, with the exception of cross list data and reserved seating, will be duplicated.
- Enrollment, maximum enrollment for the section will be duplicated.
- Meeting time window and instructor window is **NOT** duplicated.